



Premises Licence Summary

Premises Licence Number

05/02872/PREMTR

Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

Royal British Legion
The Royal British Legion
Aylsham Road
Norwich
Norfolk
NR3 2HF

Telephone number

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence.

Late Night Refreshment - Activity takes place indoors
Live Music - Activity takes place indoors
Provision of Dance Facilities
Provision of Music Facilities - Activity takes place indoors
Sale by Retail of Alcohol - Activity takes place indoors
Recorded Music - Activity takes place indoors

Private Entertainment as defined under section 2 of the Private Places of Entertainment (Licensing) Act 1967

The times the licence authorises the carrying out of licensable activities

Late Night Refreshment	Monday to Saturday	23:00 - 00:30
Late Night Refreshment	New Years Eve to New Years Day	23:00 - 05:00
Late Night Refreshment	Sunday before Bank Holiday	23:00 - 00:30
Live Music	Sunday	12:00 - 22:30
Live Music	Monday to Saturday	11:00 - 00:00
Live Music	Sunday before Bank Holiday	12:00 - 00:00
Provision of Dance Facilities	Sunday	12:00 - 22:30
Provision of Dance Facilities	Monday to Saturday	11:00 - 00:00
Provision of Dance Facilities	Sunday before Bank Holiday	12:00 - 00:00
Provision of Music Facilities	Sunday	12:00 - 22:30
Provision of Music Facilities	Monday to Saturday	11:00 - 00:00
Provision of Music Facilities	Sunday before Bank Holiday	12:00 - 00:00
Sale by Retail of Alcohol	Sunday	12:00 - 22:30
Sale by Retail of Alcohol	Monday to Saturday	11:00 - 00:00
Sale by Retail of Alcohol	New Years Eve to New Years Day	-
Sale by Retail of Alcohol	Sunday before Bank Holiday	12:00 - 00:00
Recorded Music	Sunday	12:00 - 22:30

Recorded Music	Monday to Saturday	11:00 - 00:00
Recorded Music	Sunday before Bank Holiday	12:00 - 00:00

The opening hours of the premises

Monday	11:00 - 00:30
Tuesday	11:00 - 00:30
Wednesday	11:00 - 00:30
Thursday	11:00 - 00:30
Friday	11:00 - 00:30
Saturday	11:00 - 00:30
Sunday	12:00 - 22:30

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Alcohol is supplied for consumption both on and off the Premise

Name, (registered) address of holder of premises licence

Royal British Legion Norwich Centre Limited
Aylsham Road
Norwich
NR3 2HF

Registered number of holder, for example company number, charity number (where applicable)

Registered Business Number 22256R

Name, designated premises supervisor where the premises licence authorises for the supply of alcohol

State whether access to the premises by children is restricted or prohibited

Annex 1 – Mandatory conditions

- 1 No supply of alcohol may be made under a premises licence -
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
- 2 Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
- 3 The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
- 4 (with effect from 1 October 2010)
The responsible person shall ensure that -
 - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures -
 - (i) beer or cider: half pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml; and
 - (b) customers are made aware of the availability of these measures.
- 5 (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children -
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to -
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
 - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on -
 - (i) the outcome of a race, competition or other event or process, or
 - (ii) the likelihood of anything occurring or not occurring;
 - (e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
- 6 The following are not prohibited:
 - a) During the first twenty minutes after the above hours, the taking of the alcohol from the premises unless the alcohol is supplied or taken in an open vessel;
 - b) Consumption of the alcohol on the premises or the taking of sale or supply of alcohol to any person residing in the licensed premises;
 - c) The ordering of alcohol to be consumed off the premises, or the despatch by the vendor of the alcohol so ordered;

- d) The sale of alcohol to a trader or club for the purposes of the trade or club;
- e) The sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval, military or air forces;
- f) The taking of alcohol from the premises by a person residing there; or
- g) The supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied; or
- h) The supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.

7 Alcohol shall only be served to following persons :

- a) Members of the Royal British Legion and their bona fide guests
- b) Persons attending private functions, receptions, exhibitions and conferences held on the premises

8 No member of the Royal British Legion shall entertain more than three guests under the previous condition at the same time.

9 Off sales shall be permitted only to members of the Royal British Legion.

10 There shall be no occasional licences.

11 All parts of the licensed premises shall be open to inspection during any function authorised under the licence or at any other reasonable time by a Police Officer or a Fire Officer or a duly authorised officer of the City Council.

12 Whilst the licensed premises are being used in pursuance of this licence no drunken or disorderly person or common prostitute shall be permitted to remain therein, no drunkenness or disorderly conduct or proceeding, no unlawful gaming whatever, no indecency or profanity and no performance of a kind commonly known as a strip-tease act involving the removal of garments while the performer (including a performer whose movements or a reflection of whose movements can be seen by the audience through or on a translucent screen or similar device) is within the view of the audience, or any performance of a similar nature shall be permitted therein, but good rule and order shall be kept and maintained.

13 The Licensee or responsible person nominated by The Licensee in writing, not being a person under 18 years of age, shall be in charge of and upon the licensed premises whenever the licensed premises are being used for the purposes of public dancing or music or other public entertainment of a like kind and that person shall not be engaged in any duties which will prevent him/her from exercising general supervision. The responsible person shall produce his/her written authorisation on request by an authorised officer of the Licensing Authority or a Police Officer or the Fire Officer.

14 The number of persons permitted to use the licensed premises at any one time (including staff and performers) shall not exceed the following limits:-

(i) When used for dancing - conference room 350
dining room 90
club room 300

(ii) When used for functions utilising seating at tables - conference room 210
dining room 54
club room 150

(iii) When used for purposes combining (i) and (ii) above - conference room 260
dining room 66
club room 210

(iv) When used for closely seated audience (removable seating) - conference room 420
dining room 108
club room 300

15 The maximum number of persons permitted on the licensed premises shall be prominently displayed together with plans as approved by the Licensing Authority showing the accommodation open to the public gangways and exit routes.

16 There shall be adequate provision made to account for the number of persons on the licensed premises during any entertainment authorised under the licence.

17 Printed notices shall be displayed at suitable positions in the building stating in concise terms the essentials of the action to be taken upon discovering a fire and on hearing the alarm.

18 Nothing shall be done or permitted to be done on or in the proximity of the licensed premises which may impede or endanger the speedy exit of persons from the licensed premises and, all gangways, corridors, staircases and external passages intended for exit purposes shall be kept entirely free from obstruction whether permanent or temporary.

19 The Licensee shall do what is reasonably practicable to prevent obstruction of exits, external courts, passageways, stairways and ramps leading to the outside of the licensed premises by persons waiting to gain admission thereto.

20 The public shall be permitted to leave by all doors marked "EXIT" after each performance.

21 Mats and other floor coverings shall be secured and maintained so that they will not ruck or in any way be a source of danger to persons using the licensed premises. New floor coverings should be approved by the Chief Fire Officer.

22 (i) Where so required by the Licensing Authority no fastenings, other than automatic bolts, shall be fitted on exit doors used by the public except of such a pattern and in such positions as the Licensing Authority may determine. Automatic bolts shall be of such a pattern that horizontal pressure on the crossbars will open the doors. The crossbars shall, where practicable, be placed at a height of 1 metre from the bottom of the door. Doors fitted with automatic bolts shall have the words "PUSH BAR TO OPEN" painted upon them in block letters at least 100 millimetres high.

(ii) If the Licensing Authority give consent to the use of chains, padlocks or other locking devices for securing exit doors when the public are not on the premises, a responsible person shall be required to remove such chains padlocks or other devices before the admission of the public and such chains, padlocks or other devices shall not be replaced during the whole time the public are present in the licensed premises.

23 Where collapsible gates or roll up shutters are used, these must be locked in the open position whilst the public are present. Revolving doors shall not be counted as exits.

24 At all times when the licensed premises are being used in pursuance of this licence all exit doors shall be kept unlocked and shall be maintained in such a condition as to be immediately available for use.

25 All exits, other doors or openings used by the public for the purpose of exit shall be indicated by exit signs complying with The Health and Safety (Safety Signs and Signals) Regulations, 1996. (B.S. 5499 signs comply with this standard). The signs to be sited at a height of at least 2.1 metres above floor level above or beside the exits.

26 All barriers and doors shall be made to swing or open outwards, unless the Licensing Authority are satisfied that this is unnecessary with regard to any particular door or doors, and the method of opening shall be indicated thereon.

27 All stairs and steps comprising parts of the means of escape in case of fire shall be maintained with non-slippery and even surfaces and shall be provided with appropriate handrails.

28 On those occasions when people with disabilities are present on the licensed premises such special arrangements as may be necessary in the circumstances shall be made so as to enable all persons to leave the licensed premises safely in the event of fire.

29 The arrangements for a closely seated audience on movable seating shall be as follows:-

(i) The seating must at all times be so disposed as to provide unobstructed access to all exit doors.

(ii) Chairs or other single seats should be secured together in lengths of not fewer than four seats and not more than twelve so that the seats cannot be separated from each other merely by pushing one or more seats in a row (the only exception being chairs in boxes or other approved enclosures) ; and

(iii) Provision should be made for the rows of seating flanking the gangways to be fixed to the floor effectively preventing the individual seats or rows of seats from being dislodged into the gangways or from being toppled over, except that :-

(i) only end seats of such rows need to be fixed to the floor if all seats in each row are secured together ; or

(ii) only the end seats of each length of seating referred to in paragraph (ii) above form such rows need to be fixed to the floor.

(iv) No person, except staff, shall be allowed to stand or sit other than on approved seating in the gangways or passages whilst the public are on the premises. The gangways or passageways shall be kept entirely free from chairs and other obstructions.

30 Two separate and independent systems of lighting sufficient to enable persons to see their way out of the premises should be provided.

(i) Normal Lighting

All parts of the premises to which the public have access and all external exitways should be provided sufficient illumination of those parts of the premises for the public to leave the premises safely. In the absence of adequate daylight whenever the public are on the premises the normal lighting should be kept on.

(ii) Emergency lighting

All parts of the premises to which the public have access and all external exitways should be provided with emergency lighting capable of providing sufficient illumination for the public to leave the premises safely.

On failure of a local lighting circuit the emergency lighting should be brought into use immediately and automatically.

The system should be a combination of maintained and non maintained units. All fire exit notices should be of the maintained type. Maintained emergency lighting units are required to be illuminated at all times the public are present on the premises.

Non maintained emergency lighting units are only required to be illuminated when the normal local lighting circuit fails.

The emergency lighting system shall be tested monthly, six monthly and three yearly in accordance with the guidelines contained in BS.5266 Part 1:1988. A record of the tests shall be kept in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or Fire Officer on request.

31 No smoking shall be permitted to take place on any stage except as part of the performance, and real flames shall not be used on any stage or other part of premises where a performance is taking place unless approved by the Licensing Authority.

32 All curtains or drapes hung in places of entertainment should be of a durably flame-retarded fabric or inherently flame retarded fabric and should conform with the British Standard 5867: Part 2 fabric type B. Suitable documentary evidence should be provided to this effect. Visiting acts/discos etc. shall also provide equivalent documentary evidence for any drapes etc. they bring into the premises. The documentary evidence produced must clearly identify the drapes etc to which they apply. Curtains or drapes should not conceal notices and should be hung so as not to trail on the floor.

33 The void beneath the stage shall not be used for the storage of combustible materials.

34 Decorations, artificial and dried foliage to be approved by the Fire Officer.

35 Promotional displays in foyers and public areas to be approved by the Fire Officer.

36 Surfaces of walls and ceilings etc:

Apart from small areas of wall surface the surface finish of walls and ceilings should correspond to a standard not lower than that indicated in the appropriate surface spread of flame classification given below :-

Class 0 In circulation spaces and escape routes.

Class 1 In rooms, including auditoria and places of assembly other than small rooms.

Class 3 In small rooms (not exceeding 4m²)

Class 1 & 3 means tested in accordance with BS 476 : Part 7.

37 Suitable guards to prevent contact with scenery or any other combustible materials shall be fitted to all lamps, lanterns, lighting appliances and other apparatus in the licensed premises which are liable to become heated whether under normal or abnormal conditions.

38 Subject to condition (24), explosives, flammable liquids (including liquefied petroleum gas) or highly flammable articles shall not be brought into or used in any part of the licensed premises, but this shall not prevent the use of flammable liquids used in cooking at the table and lighted candles as table decorations, provided that where naked flame is present in these circumstances, only flame retardant table cloths, napkins and table decorations shall be used.

39 Subject to condition (31) (Prohibition of Flammable Materials), heating appliances, other than hot water radiators, shall be adequately guarded or fixed in positions out of reach of the public. Mobile heating appliances of whatever kind shall not be operated whilst the licensed premises are open to the public.

40 (i) Where new or replacement upholstered furniture is provided for the premises or the existing furniture refurbished, the upholstered furnishings provided should conform with British Standard 7176: 1989 "Resistance to ignition of upholstered furniture" and be suitable for "Medium Hazard" situations.

(ii) The outer covering of all upholstered furniture provided in the premises should be maintained in good repair to ensure that the filling materials are not exposed.

41 Suitable fire fighting equipment shall be provided on the licensed premises and placed in suitable positions ready for immediate use. All fire equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually in accordance with BS5306 Part 3 : 1985. The dates of such tests shall be clearly marked on the extinguisher attached to a stout label. A record shall be kept in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or the Fire Officer on request. Hose reels shall be tested at least annually to ensure that they are in good working order and will produce a satisfactory jet of water.

42 Fire alarm systems will be required in premises on the following basis.

All types	-	Minimum type M.
Accommodating over 300 persons -		Voice evacuation.

Electrical fire warning systems shall be installed and maintained in accordance with BS.5839: Part I: 1988. The fire warning system is to incorporate relays to cut out all entertainments sound systems as soon as the fire warning system is activated.

43 Fire alarms and automatic fire detection where fitted, shall be maintained in efficient working order and shall be tested or examined whenever required by the Licensing Authority or the fire Officer. In addition, the alarms shall be tested weekly using a different call point for each successive test to ensure the alarm operates satisfactorily. It must be examined once a year by a competent person. A record of the tests and examinations shall be recorded in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or Fire Officer on request.

44 Whenever the licensed premises are being used for the purposes of public dancing or music or other public entertainment of a like kind there shall also be during that time sufficient competent attendants on duty. These attendants must have been instructed in the safety precautions to be observed and in the action to be taken in case of fire or other emergency. Fire routines and evacuation procedures shall be regularly checked and practice and a record of such checks and practices shall be recorded in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or Fire Officer on request.

45 The Licensee shall ensure that records of staff training are kept, to include the names of the staff attending each practice drill, and details of the training and instruction given. The following are examples of matters which need to be included in such a record :-

- (a) date of the instruction or exercise;
- (b) duration;
- (c) name of the person giving the instruction;
- (d) name of the person(s) receiving the instruction; and
- (e) the nature of the instruction, training or drill.

46 (i) Practice fire drills shall be held at least once every month and shall be conducted by the Licensee or a competent person appointed by him/her. They shall be attended by at least one-third of the staff including any member who has been appointed since the previous practice drill or who has not attended a practice drill within the preceding three months. Where one-off performances are given, all staff should be made aware of their duties prior to the event.

(ii) Premises managed by voluntary organisations. All voluntary management committees shall provide instruction for their committee members and booking secretaries in emergency procedures at least once every year.

47 The Licensee shall satisfy himself by annual inspection as to the safety of the ceiling structures of the licensed premises and produce at his/her own expense on the request of the Licensing Authority a certificate from an Architect or Surveyor as to the safety of the ceiling structures of the licensed premises.

48 Adequate access must be provided to roof spaces above suspended fibrous plaster and other forms of suspended ceilings of the licensed premises, thereby allowing access to all parts of the ceiling for purposes of inspection and repairs.

49 (i) The electrical installation in the premises shall be subjected to tests no less stringent than those required by BS 7671: 1992. A current completion certificate, or periodic inspection report in the prescribed form, completed by an N.I.C.E.I.C./E.C.A. electrical contractor, and schedule of test results, shall be submitted with the application for the licence.

(ii) On an application for the renewal of the licence, the licence holder shall be required to sign a declaration to the effect that the electrical installation has sustained no damage and been the subject of no alteration or extension since the date on the current inspection certificate. In the event of damage, alteration or extension to the electrical installation, a new electrical inspection certificate, in the prescribed form, completed by an N.I.C.E.I.C./E.C.A. electrical contractor, and schedule of test results, shall be submitted with the application for the renewal of the licence.

50 (i) A residual current device(s) shall be mounted and maintained as part of the fixed wiring installation of the premises. The device(s) shall conform to the appropriate British Standard/Euro norm with no intentional time delay included, and shall have a rated residual operating current no greater than 30mA.

(ii) The device(s) shall protect the electrical installation which serves those parts of the entertainment premises to which the public and performers have access. No unprotected electrical supply shall be introduced into those parts of the premises.

51 The licensee shall ensure that the electrical installation for the premises is properly maintained and used in a safe manner.

52 (i) All electrical equipment shall be maintained so as to prevent, so far as is reasonably practicable, danger to any person on the licensed premises. Electrical equipment includes anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.

(ii) The licensee shall ensure that any item of electrical equipment brought onto the premises for the purpose of an entertainment shall have a current certificate to verify that it has been subjected to necessary test/inspections to guarantee it is safe to use.

53 No lasers, strobes or other form of high intensity lighting should be installed or used without the express written consent of the Licensing Authority. An application for consent shall be in writing and signed by the Licence Holder and should be made not less than 28 days before installation or use. No such lighting shall be used other than strictly in accordance with any terms and conditions which may be imposed by the Licensing Authority. All such systems to comply with the current health and safety codes of practice and guidance. In the case of lasers the licence holder shall appoint a competent laser safety officer to advise him/her.

54 Application for the Licensing Authority's consent to the use of pyrotechnics and special effects should be made by the licensee in writing at least 14 days before the first performance of the entertainment or special effect and give full details of the proposed use and the date and time on which a demonstration can be witnessed by a representative of the Licensing Authority and the Fire Officer. No pyrotechnic device or special effects shall be used other than strictly in accordance with any terms and conditions which may be imposed by the Licensing Authority.

55 All public parts of the premises shall be kept properly and sufficiently ventilated to the satisfaction of the Licensing Authority.

56 Suitable and sufficient cloakrooms and sanitary accommodation shall be provided in accordance with BS6465, part 1 1994 and indicated by such notices and signs as the Licensing Authority may consider necessary for persons frequenting the licensed premises.

57 An adequate number of hand wash basins shall be provided to the satisfaction of the Licensing Authority.

58 At least one separate closet shall be provided for each sex, and where accommodation for males is more than 50, sufficient urinal accommodation shall be provided in addition.

59 Urinal stalls shall be fitted with automatic flushing devices. Closets, urinals and drains shall be constructed and fitted in accordance with the Building Regulations.

60 The several lavatories, closets, urinals and wash hand basins serving the licensed premises shall at all times be kept in good order and repair and be properly and effectually cleansed, disinfected, ventilated, supplied with water where necessary, and lighted.

61 (i) Structural alterations or additions, whether permanent or temporary, to the licensed premises shall not be carried out except with the prior consent of the Licensing Authority. The licensee must give the Licensing Authority written notice of the proposed alterations and additions, such notice to be accompanied by a plan (in triplicate) clearly indicating the existing licensed area in red and any proposed area for increased facilities must be delineated in some other colour. The work shall not be started until the written consent of the Licensing Authority has been obtained. This consent is in addition to any building regulation approval, planning permission, listed building consent and conservation area consent which may also be required. Where the consent of the Licensing Authority is subject to conditions, those conditions shall be deemed to form part of this licence until the works have been completed to the satisfaction of the Licensing Authority.

(ii) In the event of any premises being closed for the purpose of effecting alterations, repairs or decorating they shall not be reopened to the public unless and until the consent of the Licensing Authority has been obtained. At least seven days notice in writing to the Licensing Authority shall be given by the licensee of his intention to reopen the premises, in order that necessary inspections and tests may be carried out at the premises by the Licensing Authority and the Fire Officer. Except with the prior consent of the Licensing Authority, no work in connection with any alterations, additions, repairs or decorating shall be carried out whilst the public are on the premises.

62 (i) On any day on which door supervisors are to be engaged at the premises the licensee or the responsible person on his/her behalf must enter in a register kept for that sole purpose the name, registration number and hours of duty of each door supervisor to be engaged on that day before that supervisor starts his/her duties.

(ii) The register must be kept at the premises at all times and be produced for inspection at any time on request by an authorised officer of the Licensing Authority or a Police Officer. Any entry in the register shall be kept at the premises for at least 6 months from the date of that entry before being removed or erased.

63 Any exhibition, demonstration or performance (hereafter referred to as a "performance") of hypnotism (as defined in the Hypnotism Act 1952) on any person requires the express written consent of the licensing authority and must comply with any attached conditions. The authority may consent either under the terms of the public entertainments licence or the provisions of the Hypnotism Act 1952.

64 An application for consent under condition 59 shall be in writing and signed by the applicant or his /her agent and shall normally be made not less than 28 days in advance of the performance concerned. This period may be reduced in the case of a hypnotist who has performed at the same venue within the last three years without any problems occurring. The authority will normally respond within 7-14 days, less where the hypnotist has previously performed at the same venue. A copy of the application shall at the same time be forwarded to the chief officer of police and the fire authority. The application shall contain the following particulars:-

(a) the name (both real and stage, if different) and address of the person who will give the performance (hereafter referred to as the "hypnotist") along with the details of their last three performances (where and when) and;

(b) a statement as to whether, and if so giving full details thereof, the hypnotist has been previously refused, or had withdrawn, a consent by any licensing authority or been convicted of an offence under the Hypnotism Act 1952 or of an offence involving the breach of a condition regulating or prohibiting the giving of a performance of hypnotism on any person at a place licensed for public entertainment. (Refusal of

consent by another authority does not necessarily indicate that the particular hypnotist is unacceptable and will not of itself prejudice the application).

65 The following conditions shall apply to any consent given:

Publicity

(a) no poster, advertisement or programme for the performance which is likely to cause public offence shall be displayed, sold or supplied, by or on behalf of the licensee either at the premises or elsewhere;

(b) every poster, advertisement or programme for the performance which is displayed, sold or supplied shall include, clearly and legibly the following statement

"Volunteers, who must be aged 18 or over, can refuse at any point to continue taking part in the performance".

Insurance

(c) the performance shall be covered to a reasonable level by public liability insurance. The hypnotist must provide evidence of this to the local authority if requested; and it must be available for inspection at the performance;

Physical Arrangements

(d) The means of access between the auditorium and the stage for participants shall be properly lit and free from obstruction;

(e) a continuous white or yellow line shall be provided on the floor of any raised stage at a safe distance from the edge. This line shall run parallel with the edge of the stage for its whole width. The hypnotist shall inform all subjects that they must not cross the line while under hypnosis, unless specifically told to do so as a part of the performance;

Treatment of audience and subjects

(f) before starting the performance the hypnotist shall make a statement to the audience, in a serious manner, identifying those groups of people who should not volunteer to participate in it; explaining what volunteers might be asked to perform; informing the audience of the possible risks from embarrassment or anxiety; and emphasising that subjects may cease to participate at any time they wish. The following is a suggested statement, which might be amended as necessary to suit individual styles so long as the overall message remains the same:

"I shall be looking for volunteers aged over 18 who are willing to be hypnotised and participate in the show. Anyone who comes forward should be prepared to take part in a range of entertaining hypnotic suggestions but can be assured that they will not be asked to do anything which is indecent, offensive or harmful. Volunteers need to be in normal physical and mental health and I must ask that no one volunteers if they have a history of mental illness, are under the influence of alcohol or drugs or are pregnant".

(g) no form of coercion shall be used to persuade members of the audience to participate in the performance. In particular, hypnotists shall not use selection techniques which seek to identify and coerce onto the stage the most suggestible members of the audience without their prior knowledge of what is intended. Any use of such selection techniques (e.g., asking members of the audience to clasp their hands together and asking those who cannot free them again to come onto the stage) should only be used when the audience is fully aware of what is intended and that participation is entirely voluntary at every stage;

(h) if volunteers are to remain hypnotised during an interval in the performance, a reasonable number of attendants as agreed with the licensing authority shall be in attendance throughout to ensure their safety;

Prohibited actions

(i) the exhibition shall be so conducted as not to be likely to cause offence to any person in the audience or any hypnotised subject;

(j) the performance shall be so conducted as not to be likely to cause harm, anxiety or distress to any person in the audience or any hypnotised subject. In particular the performance shall not include:-

(i) any experiment involving the age regression of the subject (i.e. asking the subject to revert to an earlier age in their life; this does not prohibit the hypnotist from asking subjects to act as if they were a child etc);

(ii) any suggestion that the subject has lost something (e.g. a body part) which, if it really occurred, could cause considerable distress;

(iii) any experiment in which the subject is suspended between two supports (so called "catalepsy"); or

(iv) the consumption of any noxious or harmful substance;

(v) any demonstration of the power of hypnosis to block pain (e.g. pushing a needle through the skin)

(k) the performance shall not include giving hypnotherapy or any other form of treatment

(l) all hypnotised subjects shall remain in the presence of the hypnotist and in the room where the performance takes place until all hypnotic suggestions have been removed;

(m) all hypnotic or post-hypnotic suggestions shall be completely removed from the minds of the subjects and the audience before the performance ends. All hypnotised subjects shall have the suggestions removed both individually and collectively and the hypnotist shall confirm with each of them that they feel well and relaxed (the restriction on post-hypnotic suggestions does not prevent the hypnotist telling subjects that they will feel well and relaxed after the suggestions are removed);

(n) the hypnotist shall remain available for at least 30 minutes after the show to help deal with any problems which might arise. (Such help might take the form of reassurance in the event of headaches or giddiness but this condition does not imply that the hypnotist is an appropriate person to treat anyone who is otherwise unwell.)

Authorised Access

(o) where-

- i. a constable, or
- ii. an authorised officer of the licensing authority, or
- iii. an authorised officer of the fire authority

has reason to believe that a performance is being, or is about to be, given he may enter the venue with a view to seeing whether the conditions on which approval for the performance was granted are being complied with.

66 If any entertainment taking place on the premises is an entertainment for children or an entertainment at which the majority of the persons attending are children, then, if the number of children attending the entertainment exceeds 100, it shall be the duty of the Licensee to station and keep station wherever necessary, a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the premises, or to any part thereof, than the building or part can properly accommodate, and to control the movement of the children and other persons admitted while entering and leaving the building or any part thereof and to take all other reasonable precautions for the safety of the children.

Annex 2 – Conditions consistent with the Operating Schedule

1 The Prevention of Public Nuisance

- 2 Persons leaving the premises after 23:00 shall do so only via the main entrance or the fire exit from the main dance hall.
- 3 Music and other amplified sound, e.g. amplified voice, will be inaudible at the nearest noise sensitive premises.
- 4 Customers will be encouraged to wait inside the premises for taxis and lifts.
- 5 No deliveries or collections (including trade waste) will take place between the hours of 19:00 and 07:00 Monday to Saturday. There will be no deliveries or collections, including trade waste, on Sundays or Bank Holidays.
- 6 The type and positioning of external lighting, including security lighting, will be such as to not cause nuisance to local residents.
- 7 A notice will be placed at the main exit and the exit from the function suite asking patrons to leave quietly and to respect the local residents and to leave by the main exit on to Aylsham Road.
- 8 An alarm will be fitted to the Fire Exit between the snooker room and the branch office and patrons will not be permitted to exit from the building by that exit except in an emergency or for disabled access. A notice will be placed on the door to prevent unauthorised use, and contracts with hirers of the function room will require a #100 deposit which will be forfeited if the alarm is activated by patrons attending the function.
- 9 A notice will be attached to all membership renewal reminders requesting members :
 - refrain from using the upper part of Edmund Bacon Court as a turning circle
 - refrain from parking vehicles in front of the houses
 - leave the area by the main exit onto Aylsham Road

Annex 3 – Conditions attached after a hearing by the licensing authority

- 1 The windows and sliding door of the bar area must be kept closed after 22:00 when live music is being played in the bar area.
- 2 An official or employee of the applicant must monitor the outside of the premises to ensure compliance with the licence conditions during the 30 minutes prior to the premises closing.

APPENDIX C
 CORPORATE RESOURCES
 27 MAY 2011
 POST ROOM

Norwich City Council Licensing Authority
 Licensing Act 2003

RECEIVED
 27 MAY 2011
 LICENSING OFFICE

Statement of support or objection to
 an application for a premises licence

Your name/organisation name/name of body you represent (see note 1)	NIGEL C. DISNEY
Postal address	38 EDMUND BACON COURT NORWICH NR3 2BL.
Email address	
Contact telephone number	
Name of the premises you wish to support or object to	ROYAL BRITISH LEGION
Address of the premises you wish to support or object to.	AYLSHAM RD NORWICH NR3 2HF.

Your support or objection must relate to one of the four Licensing Objectives (see note 2)

Licensing Objective	Please set out your support or objections below. Please use separate sheets if necessary *
To prevent crime and disorder	<p># <u>NO</u> OBJECTION AS ADJACENT TO RBLG'S SHELTERED HOUSING (HOUSING 21) WHERE I & MANY OLDER PEOPLE LIVE. THIS WOULD ENCOURAGE MANY PEOPLE UNDER THE INFLUENCE OF ALCOHOL TO SPREAD ONTO OUR COURT AND CAUSE NOISE AS WAS HAPPENED IN THE PAST PRIOR TO LICENSING COURT ACTION QUOTED BELOW (12th SEPT 2005).</p>
Public safety	
To prevent public nuisance	<p># <u>NO</u> OBJECTION THIS WILL INVALIDATE THE LICENSING AUTHORITY'S DECISION WHEN HOUSING 21 FOUGHT RBLG IN COURT WITH REGARD TO NOISE POLLUTION * & NOISANCE ON OUR COURT</p>
To protect children from harm	<p>DUE TO WANDERING DRUNKS ETC THIS ACTION TOOK PLACE</p>

Please suggest any conditions which would alleviate your concerns.	CONTINUANCE OF THE COURT'S DECISION IN THE LICENSING AUTH'Y WITH REF TO HOUSING 21 TENANTS.
--	---

Date: 24/05/2011.

Please see note 1
 * NB. THIS PAPERWORK STATES ROYAL BRITISH LEGION
 WHEREAS THIS SHOULD READ ROYAL BRITISH LEGION
CLUB - These are two separate organisations!

Norwich City Council Licensing Authority
Licensing Act 2003

RECEIVED
- 8 JUN 2011
LICENSING OFFICE

Statement of support or objection to
an application for a premises licence

Your name/organisation name/name of body you represent (see note 1)	MR + MRS T. ELPHICK
Postal address	12, EDMUND BACON COURT
Email address	
Contact telephone number	
Name of the premises you wish to support or object to	ROYAL BRITISH LEGION
Address of the premises you wish to support or object to.	AYLSHAM ROAD, NORWICH NR3 2HF

Your support or objection must relate to one of the four Licensing Objectives (see note 2)

Licensing Objective	Please set out your support or objections below. Please use separate sheets if necessary
To prevent crime and disorder	
Public safety	
To prevent public nuisance	AS OUR FLAT IS 15MTRS FROM THE R.B.L. WE STRONGLY OBJECT TO THE LIFTING OR REMOVAL OF CONDITION 3. ANY INCREASE IN SOUND LEVELS COULD MAKE OUR FLAT UNBEARABLE AS ON MORE THAN ONE OCCASION WE HAVE HAD TO USE EAR PLUGS TO GET TO SLEEP
To protect children from harm	

Organisational Development
- 8 JUN 2011
Post Room

Please suggest any conditions which would alleviate your concerns.	SOUND PROOFING THE SAID BUILDING AND PEOPLE BEING REMINDED NOT TO CAUSE DISTURBANCE ON LEAVING THE PREMISES
--	---

Date: 6TH JUNE 2011

APPENDIX
31 MAY 2011
POST ROOM

RECEIVED
31 MAY 2011
LICENSING

Norwich City Council Licensing Authority
Licensing Act 2003

Statement of support or objection to
an application for a premises licence

Your name/organisation name/name of body you represent (see note 1)	MR + MRS. JOHN + CHRISTINE BOUGIN
Postal address	8, EDMUND BACON COURT NORWICH NR3 2BL.
Email address	
Contact telephone number	
Name of the premises you wish to support or object to	ROYAL BRITISH LEGION
Address of the premises you wish to support or object to .	AYLSHAM ROAD NORWICH NR3 2HF

Your support ~~or objection~~ must relate to one of the four Licensing Objectives (see note 2)

Licensing Objective	Please set out your support or objections below. Please use separate sheets if necessary
To prevent crime and disorder	WE SUPPORT AN APPLICATION FOR A PREMISES LICENCE 12:00 - 22:30 AS THOSE WHO ATTEND ON A SUNDAY ARE VIRTUALLY ALL CLUB MEMBERS WHO ARE WELL BEHAVED. (CRIME + DISORDER IS NOW EXISTING)
Public safety	WE SEE NO REASON IF A LICENCE IS GRANTED WHERE ANY PUBLIC SAFETY WOULD BE AT RISK.
To prevent public nuisance	NOISE IS NOT A PROBLEM ON A SUNDAY AS THE BAR (WHICH IS THE NEAREST ROOM TO THE FLATS IN HOUSING 21) DOES NOT HAVE MUSIC ON SUNDAYS. MUSIC IS PLAYED SUNDAYS IN THE HALL WHICH IS NEAREST THE SCHOOL PLAYING FIELD. SO IT DOESN'T INTERFERE WITH ANYONE
To protect children from harm	A PREMISES LICENCE 12:00 - 22:30 WOULD NOT DETER ANY CHILDS SAFETY. AS THEY ARE UNDER CONTROL OF THEIR PARENTS AND USUALLY ON A SUNDAY ARE LEAVING EARLY TO GET READY FOR SCHOOL ON MONDAY

Please suggest any conditions which would alleviate your concerns.	
--	--

Date: 25 / 5 / 11

Norwich City Council Licensing Authority
Licensing Act 2003

Organisational Development
26 MAY 2011
Post Room

Statement of support or objection to
an application for a premises licence

Your name/organisation name/name of body you represent (see note 1)	RJ CLARKE CAMEO PHOTOGRAPHIC LTD
Postal address	58-68 AYLHAM RD NR3.2HE
Email address	
Contact telephone number	
Name of the premises you wish to support or object to	R.B.L
Address of the premises you wish to support or object to.	R.B.L AYLHAM RD.

Your support or objection must relate to one of the four Licensing Objectives (see note 2)

Licensing Objective	Please set out your support or objections below. Please use separate sheets if necessary
To prevent crime and disorder	
Public safety	
To prevent public nuisance	
To protect children from harm	

fully support

26 MAY 2011
LICENSING OFFICE

Please suggest any conditions which would alleviate your concerns.	
--	--

Date: 24 MAY 2011

Please see notes on reverse

Norwich City Council Licensing Authority
Licensing Act 2003

Organisational Development
27 MAY 2011
Post Room

Statement of support or objection to
an application for a premises licence

Your name/organisation name/name of body you represent (see note 1)	MRS I. LESTER 11 EDMUND BACON COURT,
Postal address	NR3 2BL.
Email address	
Contact telephone number	
Name of the premises you wish to support or object to	ROYAL BRITISH LEGION <u>SUPPORT</u>
Address of the premises you wish to support or object to.	AYLSHAM RD NORWICH

Your support or objection must relate to one of the four Licensing Objectives (see note 2)

Licensing Objective	Please set out your support or objections below. Please use separate sheets if necessary
To prevent crime and disorder	
Public safety	
To prevent public nuisance	NOISE FROM PEOPLE LEAVING CHILDREN RUNNING ROUND ALL OVER AT PRIVATE FUNCTIONS YELLING & SHOUTING
To protect children from harm	

RBL-LATE
AT BACK
DOOR.

Please suggest any conditions which would alleviate your concerns.	
--	--

Signed:

Date:

27/5/11

Please see notes on reverse

RECEIVED
27 MAY 2011
LICENSING OFFICE